

C O N F I D E N T I A L

BG

22 DEC 1988

MEMORANDUM FOR: Chief, Long Range Strategic Planning Group, DA

VIA: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Space Requirement [REDACTED]

REFERENCE: Memo for D/OL fm C/LRSPG, dtd 17 Nov 88, Same Subject

1. With regard to your space requirement, Room 413 Key is available for your needs. The space is delineated in the attached floor plans. [REDACTED]

2. We understand that your need for the space will lapse in approximately 18 months. Consequently, our records will show that the area will be available for reassignment at that time. [REDACTED]

3. A copy of this memorandum has been forwarded to External Buildings Division which will be responsible for ensuring that the space is habitable. [REDACTED] Chief, External Buildings Division can be reached on extension [REDACTED] Do not hesitate to contact him if you have any questions. [REDACTED]

John M. Ray

Attachments:

- A. Reference
- B. Floor Plan

cc: C/EBD/FMG/OL

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OL 10402-88

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25X1

SUBJECT: Space Requirement

25X1

OL/FMG/SPD/S (7 December 1988)

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C O N F I D E N T I A L

17 November 1988

MEMORANDUM FOR: Director of Logistics

25X1 FROM: [REDACTED]
Chief, Long-Range Strategic Planning Group

SUBJECT: Space Requirement

25X1 1. The Deputy Director for Administration has established a group to work full-time in developing a long-range strategic plan for information handling requirements. The group will consist of six or seven people and the work will extend over at least the next eighteen months. It is possible that follow-on work will involve other strategic plans. Based on a preliminary meeting with [REDACTED] office space in Room 413 of Key Building has been identified to house this group. Since we are beginning work right away it is requested that the area be refurbished for occupancy as soon as possible.

25X1 2. If additional information is needed please contact me on [REDACTED]
25X1 [REDACTED] I appreciate your support.
25X1 [REDACTED]

25X1

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